

# Every Community Online Computer Training

Connected Texas

Don Shirley  
Executive Director



## Who are we?



- Connected Texas is an independent, public & private initiative working to ensure that all can experience the benefits of broadband. Technology, especially widespread access, use and adoption of broadband, improves all areas of life. Connected Texas invites you to join us in changing communities and lives across Texas.
- <http://www.connectedtx.org/>

# About Every Community Online

- ECO provides FREE computer skills and internet training through an online portal:

<http://www.connectedtx.org/every-community-online>

- Participants must register, complete modules and take survey
- Computer sweepstakes
- Special provider offers



# Every Community Online Computer Training

Kate Love Simpson Library

Tara Sidwell  
Technology Trainer



# Course Planning

- Became familiar with the information found within the Goodwill Foundation Curriculum
- Created Power Point presentations for each class covering highlighted points
  - Participants can use this as a guide as they progress with their computer usage
- Prepare folders with first class handout, note card with Connect Ohio info, and sticker for participants to record their username and password for the online material.

# Sample note card and Sticker for participant's folder

<b>Kate Love Simpson Morgan County Library</b> <b>www.morgan.lib.oh.us</b>	
ECO Every Citizen Online <a href="http://training.connectohio.org/">http://training.connectohio.org/</a> Free Classes Self-paced Curriculum	McConelsville 962-2533 Chesterhill 554-7104
Email address _____ _____	Class schedule 1 _____ 2 _____ 3 _____
Password _____	

**Username:**

**Password:**

# Class Schedule

- Classes are offered in three, two hour sessions
  1. What is a computer?
  2. What is the Internet?
  3. What can the computer/Internet do for you?
- Try to schedule classes within a week's time, therefore, information stays current in the patrons' minds.
- Classes are offered once a month at the library both in the morning and evening.

# Topics Covered in Class 1

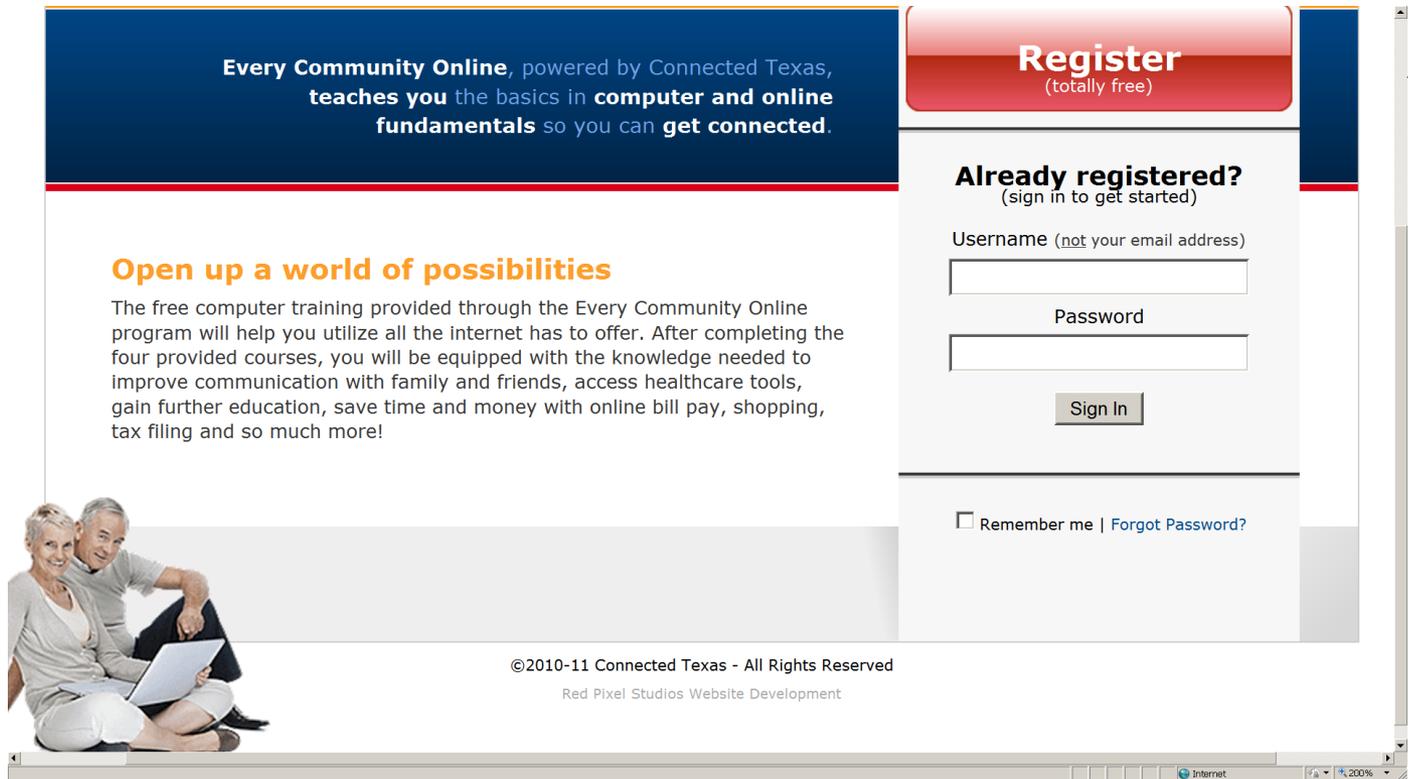
- Background of ECO program and explanation of special offers
- Demonstrate Beginning Computer skills and allow students to practice these objectives
  - Exploring operating systems
  - Opening programs
  - Using the mouse to point and click
  - Various word processing applications
  - Keyboarding techniques and tips
  - Saving and printing work
- Finish first course by walking students through the ECO registration process

# Sample Student Slide: Using the Mouse



- When you position the mouse pointer over an icon and click, you are selecting this program.
  - One click = icon will be highlighted
  - Double clicking with the left mouse button will take you directly into your desired program
  - Notice that the mouse also has a RIGHT click button
    - This provides you with an options menu to choose what you would like to do with the program
    - Let's look at our options
  - Clicking anywhere outside the menu will close the pop up window.

# Participant Registration Screen



Every Community Online, powered by Connected Texas, teaches you the basics in **computer and online fundamentals** so you can **get connected**.

**Open up a world of possibilities**

The free computer training provided through the Every Community Online program will help you utilize all the internet has to offer. After completing the four provided courses, you will be equipped with the knowledge needed to improve communication with family and friends, access healthcare tools, gain further education, save time and money with online bill pay, shopping, tax filing and so much more!

**Register**  
(totally free)

**Already registered?**  
(sign in to get started)

Username (not your email address)

Password

Remember me | [Forgot Password?](#)

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# Creating User Profile

connectedtx.org

everycommunity  
ONLINE

Login

Register

**User Profile**

Please be sure to fill in the fields that are marked with an asterisk (\*), as they must be completed in order to submit the form.

First Name  \*

Last Name  \*

Birth Month  \*

Birth Day  \*

Phone  \*

Email Address

Address  \*

City  \*

State  \*

Zip  \*

County of Residence  \*

Create Login

Personal information provided will not be shared with any third party with the exception of Internet service providers associated with this project only if you opt to be contacted by them.

Life is better

Done Internet 125%

# Username & Password

- These will be assigned to each student after he/she completes the profile information
  - Information is case sensitive
  - Encourage your students to record this information for later use

# Topics Covered in Class 2

- Definition of the Internet and the various types of Internet speeds and connections
- Demonstrate how to open Internet browser
- Have students enter Connect Ohio URL and proceed to sign in page
- Each student signs in and navigates the Goodwill curriculum for lesson 1
- Students then check mark the first box for class 1 completion

# Class 2 Continued

- Introduce students to “Introduction to the Internet” module (section 2)
  - Give overview of included material
  - Demonstrate how to log off the Goodwill Foundation site
- Participants then practice navigating and exploring search engines and web pages
- Demonstrate bookmarking websites
- Introduce Email
  - Aid students in creating email addresses

## *Sample Student Slide:* Accessing a Website

- There are two ways to access a website using your web browser
  - If you know the full address of the site you would like to visit, simply type it into the address bar at the top of the page and press “Enter”
  - If you are browsing for a certain subject or are unsure of the URL, you must make use of a **search engine**.
    - Several to choose from including Google, Yahoo, Bing, etc.

# *Topics Covered in Class 3*

- Allow extra guided Internet practice if needed
- Using their own address or library generated account, aid patrons in sending email
  - Goodwill curriculum has a neat module to use during this activity
    - Patrons can access on their computer or refer to trainer demonstration screen
- Participants return to Connect Ohio site and sign in
  - If time permits, guide patrons through navigating the remaining modules
  - Check off the remaining checkmarks for each class module
  - Students complete the online survey to gain access to the Special Offers screen

# Survey Contents

- Students must choose the bubble that best fits their answer
  - Question Examples
    - Rate your instructor
    - Did you already use the Internet before this training?
    - Do you think it's likely that you will subscribe to broadband service as a result of this training?
    - I expect to use broadband services to...
    - Demographic information (age range, employment status, etc.)

# Special Offers Screen

Thank you for completing the Every Citizen Online training. Below, you will find a list of broadband companies providing special offers, just for you. You will also find a full list of other providers in your area, as well as computer retailers offering great starter computer deals. Restrictions apply to some offers and may not be available to everyone or in all areas.

County of Residence:

## Featured Offers



### Frontier Communications

**FrontierFast High-Speed Internet**  
Click the link to see details on this feature offer.



### Mobile Citizen

**Mobile Citizen: Service For Just \$10/Month!**  
Click the link to see details on this feature offer.



### Connected Nation

**Order A Low Cost Refurbished Computer**  
Click the link to see details about this feature offer.

## Providers in Your Area

### Alpha Satellite

#### Get Connected With Alpha Satellite

New graduates of Connect Ohio's Every Citizen Online program are eligible to Get Connected with Alpha Satellite. Click the link for details.

# Class 3 Continued

- If time remains...
  - Explore other areas of the Internet
    - Social media sites
    - Library Website
    - Online banking and bill pay
    - Other sites chosen by class participants

# Highlights of ECO

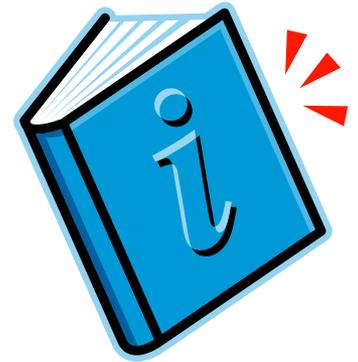
- User Friendly
- Interactive components for participants' independent learning
- Text and/or videos to meet the needs of users' various learning styles
- Information is written in simple terms for novice computer users
- Users can work at their own pace to learn the material
- Links to additional websites to help patrons acquire various skills such as keyboarding and mouse techniques
- Curriculum can be used as a reinforcement tool or as a set routine for class sessions

# Hurdles of ECO

- Participants' computer skills vary immensely within a class setting
- Sometimes it is hard to fit all curriculum within the six hour time frame
- Setting up multiple email accounts for participants during a class session
- Making sure all attendees are successfully following along
  - Helpful to have an extra person to assist with large classes

# Connecting It All Together

- Each class is different, adjust accordingly
- Be prepared to answer questions and spend different amounts of time on different aspects depending on the needs of your participants
- Give users time to practice skills while you are there to guide them
  - Connect these teachable moments with the ECO curriculum which they can access independently at their own pace for further learning



# Contact Information

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